

MODEL

JARP

288 KIN

UCLA

Kerov

CODE BOOK

INDIVIDUAL RECORD

1. Name:			Last		First		Middle		OFFICE USE	14. Individual Number	UNH OFFICE
1a. Other names: (Include maiden name if a married woman)											
2. Relocation Center:			Address				Entry Date			15. Family number:	
3. Assembly Center:			Address				Entry Date			16. Sex:	
										1 ¹ Male	2 ² Female
4. Previous address: Street and number, or R.F.D. number			City		State					17. Race:	
										1 ¹ White	2 ² Japanese
										3 ³ Other	
5. Parents:			Name of father; maiden name of mother				Country of birth			18. Marital status:	
Father.....										1 ¹ Single	2 ² Married
Mother.....										3 ³ Widowed	4 ⁴ Divorced
										5 ⁵ Separated	
6. Person to notify in case of emergency: (Relationship, name, and address)											
7. Education:											
			Name and location		From—		To—			19. Relationship to head of family group:	
Grammar school										20. Birthdate:	20a. Age:
Junior high school											
High school										21. Birthplace: (City, county, state or province, and country)	
Business school											
College											
Postgraduate											
7a. Degrees, educational specializations, honors, and significant activities:											
8. Residence outside the United States:											
			Country		From—		To—			22. Alien registration number:	
9. Military or naval service:											
			Country		Branch		From—		To—		
10. Public assistance:											
1 ¹ Aid to dependent children 2 ² Aid to blind 3 ³ Old age assistance											
11. Pension:											
Source			Amt. \$		Pay period					23. Attending school:	
										1 ¹ Yes	2 ² No
12. Height: (Inches)			12a. Weight (Pounds)		13. Physical condition:					24. Grade:	
25. Language:											
			Speak		Read					26. Major activity or status:	
English.....											
Japanese.....										27. Occupation:	
German.....										Pri	
Italian.....										Sec	
										27a.	
										27b.	

WAR RELOCATION AUTHORITY
WHITCOMB HOTEL
SAN FRANCISCO
TULE LAKE REGIONAL STATISTICAL OFFICE

November 4, 1942

VERIFICATION OF CODING OF WRA 26

The process of verification of the coding of the WRA 26 Individual Record will be essentially the same as the coding process itself. However, an additional internal consistency check will be carefully made simultaneously with verification. The particular items involved in this check should be carefully watched in verification of the coding. These items are listed in numerical order as nearly as possible in the following outline of the internal consistency check:

Internal Consistency Check

1. If there is an entry (or entries) in Item 7 indicating some education in Japan, check to see that there is an entry (or entries) in Item 8 for residence in Japan covering all periods of education there.
2. Look for discrepancies and errors where years are entered in Item 7 and 8. Older persons found it very difficult to remember years of education and residence, hence there may be obvious errors here in addition to typographical errors. For example: Often you may have overlapping years entered under separate schools, etc. Some of these inconsistencies can be straightened out by other information given on the schedule; others may have to be queried before they can be coded.
3. Check Item 16, Sex, and Item 19, Relationship to Head, for inconsistencies. For example: If sex is listed as "male" and relationship to head is listed as "wife", a correction must be made.
4. Check Item 20, Birthdate, and Item 21, Age, to see that they are consistent.
5. Check Item 21 before verifying the code for Item 8. If birthplace is Japan, then there should be one period of residence in Japan in Item 8 from the year of birth to the year of the first arrival in U. S. If there is no such entry in Item 8, refer to the schedule of the supervisor.
6. Check Item 23 the Item 7, which will indicate whether or not a person was attending school during the year 1941-42.
7. Item 24 will have to be checked with Item 7 for coding and verification of coding. If the highest grade completed was in the U. S., then verify that the entry in Item 24 is correct; if highest grade completed was in Japan, calculate highest grade (since only number of years listed in Item 24) and verify that it is coded accordingly.

VERIFICATION OF CODING OF WRA - 26

Procedure for Correcting Errors in Coding

If you find an error in a code, erase the code on the schedule and insert the correct code in red pencil. Put an X in lead pencil to the right of the corrected code but inside the Office Use Box.

Keep the schedules in the same consecutive file number order as you receive them. Schedules with corrections on them should not be removed from the group of schedules you are verifying but should be placed at right angles to the others, so that it will be easy for the reverifier to verify the changes you have made.

Remember to initial each schedule verified in lead pencil on the line "verified by _____".

When you have finished verification of a group of schedules assigned to you, return them to your supervisors with the schedules containing errors at right angles to the others.

Procedure for Reverification of Corrections
Made on Schedules

The reverifiers will go through all the schedules and verify the corrections which have been made by the verifiers. All corrections will be indicated by an X in lead pencil on schedules at right angles to the main group and all codes so marked must be reverified. If the correction made in the code is accurate, erase the X in lead pencil and insert your initials on the line "reverified by _____". If you do not think the correction made is accurate, bring the schedule to your supervisor who will indicate the correct code.

WAR RELOCATION AUTHORITY
WHITCOMB HOTEL
SAN FRANCISCO
TULE LAKE REGIONAL STATISTICAL OFFICE

November 6, 1942

Procedure for Final Check and Shipment to San Francisco

When the coding and verification of the WRA 26 Individual Records are complete, a final check will be necessary before sending the schedules to San Francisco for punching. This check will consist of three parts:

Check on Completeness of Coding and Verification

1. Check that there is a code for all items which should be coded and that the code is in the correct place.
2. Check each schedule for codes which may be marked with an X in lead pencil. Any such mark on a code indicates that it must be reverified (i. e. it was overlooked in reverification) and hence should be turned over to the supervisor.
3. Check all schedules for red marks of any kind other than codes. If any such marks are found, refer the schedule to the supervisor.

Check on Completeness and Accuracy of File Numbers

1. Check each folder of schedules separately, verifying that the file numbers are consecutive and accurate (check all 6 digits carefully for errors). The schedules will be in lots just as they were shipped since this order was kept all through the coding process.

Fill out Transmittal Forms and Ship Schedules to San Francisco

1. A transmittal form to accompany all shipments of schedules to San Francisco should be made in triplicate, two copies to go to San Francisco with the shipment and the other to remain here for the Tule Lake Regional Statistical Office File. The schedules will be shipped to San Francisco in the same lots as they were sent from San Francisco.

INSTRUCTIONS FOR PUNCHING FORM WRA-26

General Instructions:

1. Records must be kept in the order in which they are found in each folder, and are to be kept in the folder in which they come. Punch cards should be kept in the order of the records, and in batches to correspond with the folders.
2. One card only is to be punched for each Record, irrespective of any red notes stating that more than one card should be punched.
3. Everything to be punched is in red, except the name which is typed.
4. Everything to be punched is in the column headed 'Office Use' except the name, the file number, and the Individual Number (Item 14). The file number is written in red in the upper left-hand corner of each Record.
5. Everything is to be punched in the order listed, reading from top to bottom, except the file number which is the last information punched.
6. All information to be punched appears on the front of the Individual Record; ignore the information on the back of the page.

Specific Cautions and Instructions:

1. Name. 10 columns are allowed for the last name. For last names containing more than 10 letters, punch the first 10 letters of the name only. 8 columns are allowed for first names. For first names containing more than 8 letters, punch the first 8 letters of the name only. For middle names, punch the initial only.
2. Care should be taken that certain codes should be differentiated:
 - a. Capital 'I' and the figure (1).
 - b. Capital (O) always has a loop at the top, while zero is written as a plain circle (0).
 - c. Capital 'O' and capital 'Q'.